

CONFIDENTIAL**Office Memorandum • UNITED STATES GOVERNMENT****TO : Acting Chief, Intelligence School****DATE: 28 January 1957****FROM : Chief, Clerical Training****SUBJECT: Report Number Five, Week of 22 - 28 January 1957**

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1. Numbers in Clerical Induction Training. During the week of 22 January there were [] people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were [] people for the week of 22 January.

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3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 22 January were as follows:

	Tested	Qualified
Shorthand	[]	[]
Typewriting	[]	[]

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4. Instructors Complete Effective Speaking. [] Chief, Clerical Refresher Training and [] Instructor, Clerical Induction, have completed "Effective Speaking" given under the direction of []. The course began 10 December 1956 and was completed 23 January 1957.

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5. Proposed Secretarial Workshop. [] UNCODED [] Chief, Clerical Orientation, has been working with [] from the office of the Director of Training for the purpose of designing a special Secretarial Workshop for all secretaries in the Office of Training (head-quarters). It is anticipated that this workshop will be scheduled in February.

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6. Special Unofficial Testing. On Thursday, 24 January, Mrs. [] Chief, Clerical Refresher, tested two employees from the offices of FDD and SE in order to furnish their respective training officers the needed information on the employees' skills in typewriting and shorthand. Circumstances made it impossible for the offices to wait for the scheduled testing dates.

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OTR/CT:MAH:jdm (28 January 1957)

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